

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.4**  
**(ID # 19368)**

**MEETING DATE:**  
Tuesday, March 07, 2023

**FROM :** FACILITIES MANAGEMENT:



**SUBJECT:** FACILITIES MANAGEMENT (FM): Riverside Centre 1st Floor Lobby Tenant Improvements Project - California Environmental Quality Act Exempt, Approval of In-Principle and Preliminary Project Budget, District 1. [\$396,385 - 100% Facilities Management Internal Service Fund 47220]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the Riverside Centre 1<sup>st</sup> Floor Lobby Improvements (Riverside Centre 1<sup>st</sup> Floor Lobby Improvements) Project for inclusion in the Capital Improvement Program (CIP);
2. Find that the Project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15301, Class 1 - Existing Facilities Exemption and Section 15061 (b)(3), "Common Sense" Exemption;

Continued on Page 2

**ACTION:**Policy, CIP

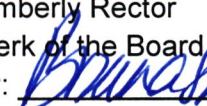
   
Rose Salgado, Director of Facilities Management 9/20/2022 Rose Salgado, Director of Facilities Management 2/23/2023

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, seconded by Supervisor Gutierrez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: March 7, 2023  
xc: FM

Kimberly Rector  
Clerk of the Board  
By:   
Deputy

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**RECOMMENDED MOTION:** That the Board of Supervisors:

3. Approve in-principle the Riverside Centre 1<sup>st</sup> Floor Lobby Improvements Project located at 3403 Tenth Street 1<sup>st</sup> Floor, in Riverside, California; to redesign the lobby area with new paint, flooring, lighting, and furniture;
4. Approve a preliminary project budget in the not to exceed amount of \$396,385 for the Project;
5. Authorize the use of Facilities Management Internal Service Fund 47220 in the not to exceed amount of \$396,385, including reimbursement to Facilities Management (FM) for incurred project related expenses;
6. Delegate project management authority for the Project to the Director of Facilities Management, or her designee, in accordance with applicable Board policies, including the authority to utilize consultants on the approved pre-qualified list for services in connection with the Project, and are within the approved project budget; and
7. Authorize the Purchasing Agent to execute pre-qualified consultant service agreements not to exceed \$100,000 per pre-qualified consultant, per fiscal year, in accordance with applicable Board policies for this project, and the sum of all contracts shall not exceed \$396,385.

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 396,385	\$ 0	\$ 396,385	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Facilities Management Internal Service Fund 47220 – 100%			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 22/23	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

Facilities Management is seeking to renovate the 1<sup>st</sup> Floor Lobby of the County owned Riverside Centre to ensure the building meets the needs and standards of both the private and public tenants that occupy this facility. The scope of work of the Project includes but is not limited to: replace the 1<sup>st</sup> floor lobby flooring, lighting, guest furniture and provide a security desk within the lobby space. The work will include demolition of the existing wall paneling and coverings, flooring and removal of an antiquated telephone station. The reconstruction will include patch

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and paint, an electronic directory sign, reconfigure the lobby columns, lighting upgrades and installation of new flooring and furniture.

Facilities Management (FM) recommends the Board of Supervisors (Board) approve the Riverside Centre 1<sup>st</sup> Floor Lobby Improvements Project and the preliminary project budget in the not to exceed amount of \$396,385. FM will procure the most cost-effective project delivery method and award in accordance with applicable Board policies to meet project schedule commitments.

With certainty, there is no possibility that the Riverside Centre 1<sup>st</sup> Floor Lobby Improvements Project may have a significant effect on the environment. The Project, as proposed, is limited to interior modifications within the Riverside Centre building to redesign the 1<sup>st</sup> Floor Lobby area, lighting, removal of a telephone station, patch, paint, new flooring, and Security desk and lobby furniture.

The use of the facility would result in the continued use of office space and would not increase capacity or intensity of use. Therefore, the Riverside Centre 1<sup>st</sup> Floor Lobby Improvements Project is exempt as the project meets the scope and intent of the "Common Sense" Exemption identified in Section 15061 (b)(3), and Class 1 - Existing Facilities Exemption identified in Section 15301. A Notice of Exemption will be filed by FM staff with the County Clerk within five days of Board approval.

**Impact on Residents and Businesses**

(Commences on Page 4)



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**Impact on Residents and Businesses**

The Riverside Centre 1<sup>st</sup> Floor Lobby Improvements Project will provide much needed facility renewal which will improve the environment for the private businesses and public tenants that occupy and use this County owned space.

**Additional Fiscal Information**

The approximate allocation of the preliminary project budget is as follows:

BUDGET LINE ITEMS	BUDGET AMOUNT
DESIGN PROFESSIONAL OF RECORD	62,350
SPECIALTY CONSULTANTS	0
REGULATORY PERMITTING	5,000
CONSTRUCTION	257,000
COUNTY ADMINISTRATION	26,000
PROJECT CONTINGENCY	46,035
<b>PRELIMINARY PROJECT BUDGET</b>	<b>\$ 396,385</b>


All costs associated with this Board action will be 100% funded by Facilities Management Internal Service Fund 47220 and will be expended in FY 22/23.

RS:SP:RB:CC:sc:tv:to

FM08720011872

MT Item #19368

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Suzanna Hickley, Assistant Director of Purchasing and Fleet Service

9/8/2022

  
Veronica Santillan, Principal Management Analyst

2/24/2023

  
Kristine Bell-Valdez, Supervising Deputy County Counsel

9/20/2022

**Riverside County**  
**Facilities Management**  
3450 14<sup>th</sup> Street, 2<sup>nd</sup> Floor, Riverside, CA 92501

FOR COUNTY CLERK USE ONLY

FM Staff to  
file

## NOTICE OF EXEMPTION

June 14, 2022

**Project Name:** Riverside Centre First Floor Lobby Tenant Improvement Project

**Project Number:** FM08720011872

**Project Location:** 3403 10<sup>th</sup> Street, west of Lime Street, Riverside, California 92501; Assessor's Parcel Number (APN): 213-120-005

**Description of Project:** Facilities Management / Real Estate Department is seeking rejuvenate the 1st Floor Lobby at the Riverside Centre to ensure that the building is competitive within the commercial office space market. The scope of work for the Project includes, but is not limited to, redesign of the 1st Floor Lobby flooring, lighting, guest furniture and security desk for the subject space. The work will include the demolition of existing wall paneling and coverings, flooring, and the removal of a telephone station. The reconstruction will include patch and paint, suite branding, lighting, installation of new flooring and the installation of artwork and guest furniture. The tenant improvements in the First Floor Lobby of the Riverside Centre is defined as the proposed project under the California Environmental Quality Act (CEQA). The operation of the facility will continue to provide public services at the existing facility and will not result in a significant expansion of existing use. No additional direct or indirect physical environmental impacts are anticipated.

**Name of Public Agency Approving Project:** Riverside County

**Name of Person or Agency Carrying Out Project:** Riverside County Facilities Management

**Exempt Status:** State California Environmental Quality Act (CEQA) Guidelines, Section 15301 Existing Facilities Exemption and Section 15061(b) (3), General Rule or "Common Sense" Exemption, Codified under Title 14, Articles 5 and 19, Sections 15061 and 15301.

**Reasons Why Project is Exempt:** The proposed project is categorically exempt from the provisions of CEQA specifically by the State CEQA Guidelines as identified below. The project will not result in any specific or general exceptions to the use of the categorical exemption as detailed under State CEQA Guidelines Section 15300.2. The project will not cause an impact to an environmental resource of hazardous or critical concern nor would the project include unusual circumstances which could have the possibility of having a significant effect on the environment. The project would not result in impacts to scenic highways, hazardous waste sites, historic resources, or other sensitive natural environments, or have a cumulative effect to the environment. No significant environmental impacts are anticipated to occur with the tenant improvements in the First Floor Lobby of the Riverside Centre.

- **Section 15301 (d)–Existing Facilities:** This Class 1 categorical exemption includes the operation, repair, maintenance, leasing, or minor alteration of existing public or private structures or facilities, provided the exemption only involves negligible or no expansion of the previous site’s use. The tenant improvements are needed to restore and maintain an appropriate level of services. The facility provides office services, and the repairs to the existing facility to maintain efficient operation are exempt as they meet the scope and intent of the Categorical Exemption identified in Section 15301, Article 19, Categorical Exemptions of the CEQA Guidelines.
- **Section 15061 (b) (3) – “Common Sense” Exemption:** In accordance with CEQA, the use of the Common Sense Exemption is based on the “general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment.” State CEQA Guidelines, Section 15061(b) (3). The use of this exemption is appropriate if “it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.” *Ibid*. This determination is an issue of fact and if sufficient evidence exists in the record that the activity cannot have a significant effect on the environment, then the exemption applies and no further evaluation under CEQA is required. See *No Oil, Inc. v. City of Los Angeles* (1974) 13 Cal. 3d 68. The ruling in this case stated that if a project falls within a category exempt by administrative regulation or 'it can be seen with certainty that the activity in question will not have a significant effect on the environment', no further agency evaluation is required. With certainty, there is no possibility that the project may have a significant effect on the environment. The tenant improvements in the First Floor Lobby of the Riverside Centre are maintenance-related activity within an existing building and will not result in any direct or indirect physical environmental impacts.

Based upon the identified exemptions above, the County of Riverside, Facilities Management hereby concludes that no physical environmental impacts are anticipated to occur and the project as proposed is exempt under CEQA. No further environmental analysis is warranted.

Signed: \_\_\_\_\_



Date: 6-14-2022

Mike Sullivan, Senior Environmental Planner  
County of Riverside, Facilities Management